**Policy matters and statements**

* Ensure that the health and safety program is adhered to and understood. Records of matters related to health and safety must be maintained. Note book entries of observed activities, corrective action instruction etc. must be maintained. You must be familiar with the health and safety program.
* H&S program and expectations must be communicated to new and returning employees and orientations done for all employees.
* Ensure that the responsibilities of Employer, Supervisor and Worker are clearly laid out, understood and adhered to. Be aware of, post and instruct on the general safety rules
* Be aware of and communicate the discipline policy, document any discussion about discipline or any corrected issue at work
* Access must be available to the Workers Compensation Act, Occupational Health and Safety Regulations, read the policy statement pertaining to this and ensure workers know how to access the WCA or the OHSR and that such documents are available in the means indicated in the policy

**Inspections**

Ensure workplace inspections are done

* Inspections will be conducted using the workplace inspection checklist. The checklist is used to ensure all items are thoroughly inspected and no important areas are missed and that records of each inspection exist.
* Inspections will be conducted regularly (monthly if possible). Tasks, equipment, work methods, practices and procedures that are especially hazardous, or conditions that change quickly, will be inspected much more frequently than those lower in risk.
* Inspections will also be conducted when new processes or equipment appear or when there has been an incident.
* Inspections will be conducted by supervisors and if possible, a worker and health and safety representative.

**Employee Trained to do inspections and records kept**

* Someone specific will be selected to conduct workplace inspections.
* The person responsible will be a supervisor, and if possible, a health and safety representative and worker.
* Those responsible will be trained by a qualified person so they can competently conduct workplace inspections.
* All records of workplace inspection training will be kept on file using a Training Records form.

**Correct unsafe conditions**

* Use the site inspection report unsafe or harmful condition identified form to report condition correction

**Risk Assessments & Hazard Controls**

* Workers must be made aware of the hazards, risks and controls that affect them in the workplace.
* Workers must be informed and educated about the hazards, risks and controls that affect them through the various methods of training as discussed and outlined in element 3 (training and instruction of workers).
* Conduct risk assessments

**Training & tool box/tail gate meetings**

* Records must be kept of all training and instruction
	+ Tool-box/crew/tailgate meetings and talks will be used as a means to communicate hazards, risks and controls as they surface. These should occur at a minimum of once per week. The meetings must be noted, records of such talks will be made.

**Supervising: Discipline & Correction**

* Supervisors will be responsible for correcting employees who do not follow control methods such as PPE, guarding and safe work procedures by:
* Incorporating control methods as part of supervisor supervision.
* Ensuring supervisors are familiar with and monitor any control methods for activities in their area.
* Exercising the health and safety disciplinary policy (supervisors will take notes if verbal warnings are issued)
* Showing employees not following the proper control methods how to follow them safely.
* Providing re-fresher training
* Weekly/ situational tool-box/crew talks

**Use of Personal Protective Equipment**

* Ensure Personal Protective Equipment required is used,
	+ understood how to be used
	+ in good repair
	+ record of issuance if applicable is completed

**Effective and ongoing supervision**

* Check worker progress
* Monitor adherence to policies and document progress or correction
* Monitor the worker to ensure that safety standards are maintained
	+ Make unscheduled visits
	+ Correct unsafe work habits
	+ Reinforce and recognize good work habits
* Have a qualified person conduct training (FARSHA can assist)
* Provide theory instruction and include a test to evaluate understanding
* Conduct hands-on training and include a practical evaluation to determine competency
* Keep written records of training documenting who, what, and when
* Explain the job in detail, including any safety precautions or required PPE
* Encourage the worker to ask questions, and take the time to answer them fully
* Demonstrate and describe specific procedures, including all safety precautions
* Go through procedures at normal speed, then at slow speed while the worker asks questions
* Have a worker perform the procedure until he or she can do it exactly as required
* Answer any questions or repeat any key points the worker may have missed

**Orientation of Young New and Returning Workers**

* Conduct comprehensive orientation for new or returning workers, all workers should have an orientation on file. Follow the orientation guide in the program Section 3, Tab H
* Record keep the training using related orientation forms from the safety program.
* Ensure WHMIS training is done annually

**Employee Training**

* Ensure that anyone operating equipment has met the standards established of “competency to the satisfaction of the supervisor”,
* Use check off form provided and record keep the results in the employee file.
* Maintain employee training records and records of certifications obtained

**Risk Assessments and safe work practices**

* Be familiar with and use the risk assessment work sheet for tasks performed at the site
* Understand and communicate the safe work practices to all workers
* Create safe work practices where none exist for tasks at the site
* Set an example for workers by following safe work practices, NO SHORT CUTS
* Ensure employees are familiar with the safe work practices and sign off employees on the appropriate form

**Emergency procedures**

* Complete and post emergency information contact phone sheets in appropriate areas
* Be familiar with the procedure for emergency transportation of a worker
* Be familiar with the Emergency procedures for:
	+ Fire
	+ Medical
	+ Animal Related
	+ Instruct and conduct tests and drills of the emergency procedures and record the results of the tests on the forms provided
	+ Identify any areas for improvement and the procedure implemented to replace a less valuable one, communicate it to all workers

**First Aid**

* Conduct an annual first aid assessment (FARSHA can help)
* Ensure an up to date record of first aid attendants is maintained
* Make sure that all of the employees can summon first aid if required, record keep the training of this
* Complete and post the first aid information signs in section 2 tab F
* Ensure that first aid attendants are maintaining the first aid logbook
* Ensure that all required medical forms are competed and forwarded to WorkSafeBC on time

**Training of Persons to do investigations**

* Ensure that an employee is trained to do investigations when incidents or near misses occur

Ensure that the investigations are recorded, and records maintained WorkSafeBC to be notified asap in accordance with regulations